

# ORGANIZATION MANUAL



NAVAL DENTAL CLINIC  
NAVAL MEDICAL COMMAND  
NATIONAL CAPITAL REGION  
BETHESDA, MARYLAND 20814

Manpower  
mgt

Bilack  
Williams

Administrations  
mgt

Corner near dog  
machine

OP mgt

Pelluk



DEPARTMENT OF THE NAVY  
NAVAL DENTAL CLINIC  
NAVAL MEDICAL COMMAND NATIONAL CAPITAL REGION  
BETHESDA, MARYLAND 20814-5077

IN REPLY REFER TO

NDCBETHINST 5450.1 CH-2  
023

**27 JUN 1985**

NAVDENCLINIC BETHESDA INSTRUCTION 5450.1 CHANGE TRANSMITTAL 2

From: Commanding Officer

Subj: NAVAL DENTAL CLINIC, BETHESDA, MARYLAND, ORGANIZATION MANUAL

1. Purpose. To transmit change 2 to the basic instruction.
2. Action
  - a. Make the following pen and ink changes to the basic instruction:
    - (1) p iv - Delete "Cheltenham Annex" under the Branch Dental Clinic, Washington Navy Yard (Code 05).
    - (2) p 1, para 2 - Delete "Naval Communications Unit Annex, Cheltenham, Washington, D.C."
    - (3) p 36 - Delete "Branch Dental Annex NAVCOMUNIT, Cheltenham, Washington, D.C."
  - b. After making the deletions, enter change 2 on the "Record of Changes" page.

P. T. McDavid

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DEPARTMENT OF THE NAVY  
Naval Dental Clinic  
Naval Medical Command, National Capital Region  
Bethesda, Maryland 20814

IN REPLY REFER TO

NDCBETHINST 5450.1

03:PTB:jg

26 January 1984

NAVDENCLINIC BETHESDA INSTRUCTION 5450.1

From: Commanding Officer

Subj: Naval Dental Clinic, Bethesda, Maryland, Organization Manual

1. Purpose. To promulgate subject manual.

2. Cancellation. NNDCINST 5450.1.

3. Scope.

a. This manual is the basic organizational directive of the Naval Dental Clinic, Bethesda, Maryland. It contains organizational charts with related functional statements for the clinical and administrative departments. These statements constitute formal delegation of authority by the commanding officer to subordinate officers of the clinic. The functional statements shall in no way be construed as restricting the initiative or discouraging the resourcefulness of individuals in the clinic.

b. The contents of the manual are limited primarily to matters of internal organization and do not contraven, alter, or amend the provisions of U.S. Navy Regulations, the Manual of the Medical Department, or any other directives of higher authority. If any conflict with superior authority is discovered, it shall be brought to the attention of the commanding officer for appropriate action. The higher authority will prevail.

4. Objectives. Following are the principal objectives of this instruction:

a. To provide a general presentation of the organizational structure of the Naval Dental Clinic, Bethesda, Maryland.

b. To set forth the responsibilities, authorities, and organizational relationships within the Naval Dental Clinic, Bethesda, Maryland.

5. Naval Dental Clinic, Bethesda, Directives System. This organization manual is supplemented by the instructions and notices in the Navy Directives System and by the plan of the week.

6. Compliance. Branch directors, annex heads, special assistants, and department chairmen are responsible for the appropriate dissemination of applicable provisions of this manual to their subordinates.

7. Changes and Additions. Changes and additions to this manual will be issued when necessary by the commanding officer. Persons having custody of this manual are responsible for entering changes when received and completing the applicable section of the "Record of Changes" on page i.

P. T. McDAVID

Distribution: List III

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NDCBETHINST 5450.1  
03:PTB:jg

RECORD OF CHANGES

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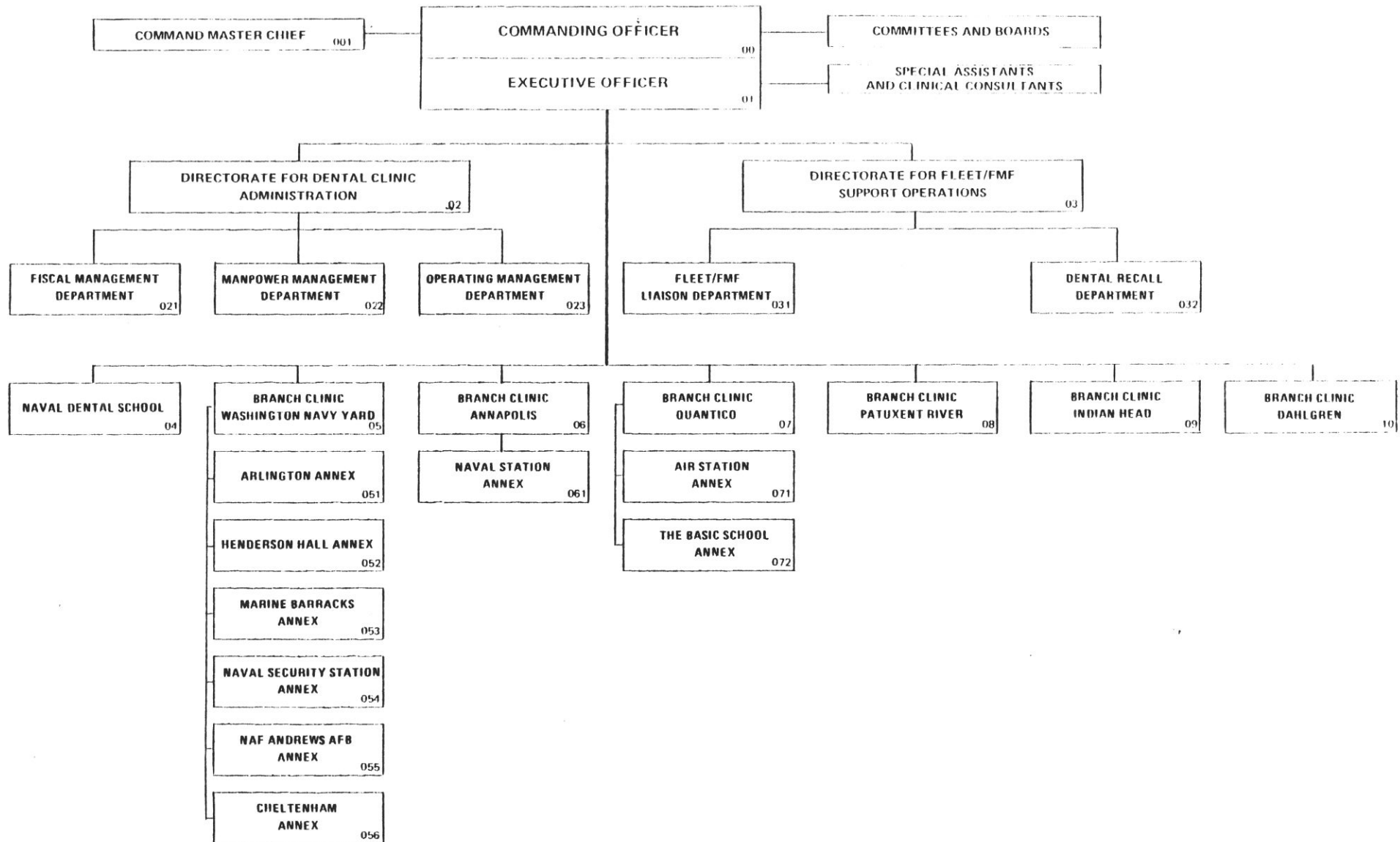
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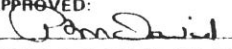
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NAVAL DENTAL CLINIC, BETHESDA, MARYLAND



IV

DATE: 26 JAN 1984	APPROVED:  CAPT P. T. McDAVID, DC, USN	COMMAND RESPONSIBILITY: NAVAL MEDICAL COMMAND NATIONAL CAPITAL REGION BETHESDA, MARYLAND 20814	TITLE OF ACTIVITY: NAVAL DENTAL CLINIC BETHESDA, MARYLAND 20814
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## 1. GENERAL INFORMATION

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1. Status. The Naval Dental Clinic, Bethesda, Maryland, was established by the Secretary of the Navy through promulgation of OPNAV NOTICE 5450 of 09 June 1983. The clinic is under the command and primary support of the Naval Medical Command, Washington, D.C., as exercised through the Naval Medical Command National Capital Region, and is under the area coordination authority of the Commandant, Naval District, Washington.

2. Location. The Naval Dental Clinic is headquartered at the Naval Medical Command National Capital Region, Bethesda, Maryland, with branch and annex clinics at:

Naval Dental School, Naval Dental Clinic, Bethesda, Maryland

Branch Dental Clinic, Washington Navy Yard

Arlington Navy Annex

Henderson Hall Annex

Marine Barracks Annex

Naval Air Facility Annex, Andrews Air Force Base, Washington, D.C.

Naval Communications Unit Annex, Cheltenham, Washington, D.C.

Security Station Annex

Branch Dental Clinic, U.S. Naval Academy, Annapolis, Maryland

Naval Station Annex

Branch Dental Clinic, Marine Corps Development and Education Command, Quantico, Virginia

The Basic School, Camp Barrett Annex

Marine Corps Air Station, Quantico Annex

Branch Dental Clinic, Naval Air Station, Patuxent River, Maryland

Branch Dental Clinic, Naval Ordnance Station, Indian Head, Maryland

Branch Dental Clinic, Naval Surface Weapons Center, Dahlgren Laboratory, Dahlgren, Virginia

3. Command Relationships. In accordance with policy of the Secretary of the Navy that common support services be consolidated among adjacent activities to the maximum extent possible, the command receives administrative, logistic, maintenance, and other services from other activities as follows:

a. The Naval Medical Command National Capital Region and, in the case of the branch and annex facilities, their respective hosts, provide the following:

- (1) Disaster control
- (2) Navy Exchange
- (3) Commissary
- (4) Housing referral
- (5) Berthing
- (6) Messing
- (7) Vehicles
- (8) Building maintenance
- (9) Family services
- (10) Chaplain
- (11) Security and fire protection
- (12) Special services
- (13) Utilities
- (14) Legal assistance

b. The Naval Medical Command National Capital Region provides the Naval Dental Clinic, Bethesda, Maryland, with the following:

- (1) Medical services
- (2) Pharmacy services
- (3) Allotment accounting
- (4) Civilian payroll accounting
- (5) Contract negotiations for nontechnical supplies and services
- (6) Purchasing services
- (7) Civilian personnel services

4. Mission. Provide comprehensive dental services to Navy and Marine Corps units of the operating forces, shore activities, and other authorized personnel in the assigned geographic area as prescribed by Title 10, U.S. Code, and other applicable directives. Operate assigned component dental care facilities. Ensure that all assigned military personnel are both aware of and properly trained for the performance of assigned contingency and wartime duties. Ensure that the clinic and its component facilities are maintained in a proper state of material and personnel readiness to fulfill wartime and contingency mission plans. Provide, as directed, dental care services in support of the Navy and Marine Corps units of the operating forces and shore activities to ensure the highest possible degree of operational readiness of these forces and activities. Conduct appropriate education programs for assigned military personnel to ensure that both military and dental health care standards of conduct and performance are achieved and maintained. Conduct graduate and postgraduate educational programs for Medical Department officers. Participate as an integral element of the Navy and Tri-Service Regional Health Care System. Cooperate with military and civilian authorities in matters pertaining to public health, local disasters, and other emergencies.

p. Operates and maintains an Equal Opportunity Program under existing laws and regulations.

q. Maintains liaison with and provides naval representation to various committees, groups, and organizations of a military, governmental, commercial, scientific, or professional nature with regard to dental care and related subjects, as required.

r. Conducts approved residency programs in accordance with the requirements of NAVMEDCOM and/or the Council on Dental Education of the American Dental Association, as directed.

s. Confers with civilian consultants on professional matters, including the education and training of officers.

t. Conducts training, as directed, for residents, postdoctoral fellows, clinical clerks, and others, including orientation, indoctrination, observer, refresher, and familiarization training.

u. Develops and administers dental correspondence courses and continuing education courses at the graduate level for active duty and Reserve dental officers.

v. Provides or undertakes other appropriate functions as may be directed by higher authority.

5. Functions. As directed by the Commander, Naval Medical Command National Capital Region:

a. Provides comprehensive outpatient dental care services to Navy and Marine Corps units of the operating forces, shore activities, and other authorized beneficiaries as prescribed by Title 10, U.S. Code.

b. Trains and maintains designated personnel in an operationally ready status for augmentation of the operating forces as directed.

c. Develops, operates, and manages administrative and logistical plans and programs in compliance with current directives.

d. Exercises command and control over the operation of subordinate dental care facilities.

e. Maintains liaison with shore commands and units of the operating forces receiving dental care from the command.

f. Conducts patient education and public relations programs to promote consumer awareness and satisfaction.

g. Maintains standards of dental health care for accreditation and recognition as required by governmental and civilian agencies and commissions.

h. Operates an effective Quality Assurance/Risk Management Program as directed to assess and improve the delivery of dental care.

i. Conducts indoctrination and training programs to enhance the military and professional competence of officer personnel.

j. Provides inservice and on-the-job training for Occupational Field XIV dental technicians.

k. Provides a command indoctrination program for all reporting personnel.

l. Conducts a personnel management program for selective rotation of dental department personnel for education and training purposes to achieve more efficient and effective use of dental care personnel and resources.

m. Executes Memoranda of Understanding (MOU) and Inter-Service Support Agreements (ISSA) for purposes of mutual education, training, or support services.

n. Provides dental equipment maintenance and repair service to assigned dental care treatment activities and commands in the local area as requested or required by current directives.

o. Provides and coordinates preventive dentistry programs for personnel of the operating forces, shore activities, and other beneficiaries as directed by Title 10, U.S. Code.

## 2. OFFICE OF THE COMMANDING OFFICER

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1. Office of the Commanding Officer. The office of the commanding officer consists of the commanding officer, executive officer, and other staff and clerical personnel as may be required.

### 2. Commanding Officer

a. Mission. Serves as the commanding officer and is charged with accomplishing the economic, effective, and efficient performance of the functions and operations of the dental clinic in accordance with U.S. Navy Regulations, the Manual of the Medical Department, and other directives issued by competent authority. The commanding officer is responsible for the professional care and services provided to the patients in the clinic and for the safety and well-being of the entire command. Subject to the orders of higher authority, the commanding officer is vested with complete military jurisdiction within the clinic and over those branch clinics that may come under the commanding officer's purview.

#### b. Functions

(1) Directs the legal expenditure of funds allotted to the clinic for its operation.

(2) Issues instructions defining the responsibilities of the administrative and clinical departments regarding the use, expenditure, and conservation of supplies and equipment, the correctness of inventories, and the transfer of properties upon detachment of individual members of the command.

(3) Ensures the maintenance of good order and discipline within the command.

(4) Exercises summary or special courts-martial jurisdiction (as empowered by the Secretary of the Navy) over and by the Uniform Code of Military Justice to impose nonjudicial punishment upon members of the naval service assigned to the command.

(5) Responsible for the health, welfare, and comfort of the command.

(6) Maintains a public information program for the command, which shall include all areas of public relations applicable to and in the interest of the command.

(7) Promotes and preserves good relations with local professional and civic organizations.

(8) Requires obedience from all persons coming under jurisdiction of the commanding officer to Federal statutes, and to the extent that conflict does not exist, observes penal and civil laws of the state, territory, or district in which the command is located.

(9) Authorizes and directs the utilization of supplemental care from civilian or Federal sources in accordance with current directives.

(10) Provides for the military indoctrination and professional or technical training, as appropriate, of all personnel attached to the command for duty.

(11) Conducts staff conferences to discuss dental professional and administrative matters as required.

(12) Arranges for civilian consultants to confer with the clinic staff on consultations, professional training, and other matters, as required.

(13) Facilitates the use of the professional and instructional services of the command by dental personnel attached to other activities.

(14) Ensures the maintenance of a professional library adequate to meet command requirements.

(15) Prohibits unauthorized collection of funds within the command and unofficial pecuniary dealings between patients and Medical Department personnel.

(16) Ensures the timely preparation and submission of official reports and the maintenance and disposition of command records as prescribed by competent authority.

(17) Ensures that all correspondence submitted to higher authority pertaining to mission, policy, resources, logistics, facilities, manpower, readiness, contingencies, quality assurance, awards, and officer disciplinary matters shall be forwarded to COMNAVMEDCOM via the appropriate NAVMEDCOM geographic command.

(18) Conducts, or causes to be conducted, necessary inspections to determine that the command is adequately staffed, that it is functioning economically and effectively, that clinical and administrative services are well managed and maintained, and that accepted standards of sanitation are maintained, and that pertinent laws, regulations, directives, and orders are being enforced.

(19) Provides assistance for local disasters or emergencies by directing appropriate disaster plans and casualty handling procedures, and by ensuring that personnel assigned disaster relief duties are drilled regularly and instructed continually in their assigned duties.

(20) Provides necessary assistance and facilities for inspections, investigations, and courts-martial held at the command on orders issued by competent authority.

(21) Authorizes reenlistment of enlisted personnel.

(22) Ensures an equal opportunity environment for all personnel and prohibits discriminatory practices.

### 3. Executive Officer

a. Mission. Serves as executive officer and assumes command in the absence of the commanding officer. In the performance of these duties, the executive officer shall conform to and effectuate the policies and orders of the commanding officer and shall keep the commanding officer informed of all significant matters pertaining to the command. The executive officer shall be primarily responsible, under the commanding officer, for the organization, performance of duty, organizational readiness, provision of dental care services, and good order and discipline of the entire command.

#### b. Functions

(1) Assumes command in the absence of the commanding officer as required by Navy regulations and current directives.

(2) Supervises the preparation, promulgation, and distribution of plans, instructions, and other directives to ensure the effective and efficient execution of the decisions and policies of the commanding officer.

(3) Ensures the proper organization, performance, effectiveness, and discipline of the command.

(4) Assists the commanding officer in the execution of the dental readiness mission.

(5) Advises and assists the commanding officer in the execution of dental policies and the provision of effective and efficient delivery of dental care.

(6) Oversees the management of the Quality Assurance/Risk Management Program to ensure compliance with program standards.

(7) Assigns personnel resources within the command.

(8) Directs the training and education program for command personnel.

(9) Conducts frequent inspections of the command and effects remedial actions on discrepancies.

(10) Directs the command public affairs program.

(11) Regulates leave and liberty for command personnel.

(12) Ensures that safety and security measures, including the handling of classified material, are maintained in accordance with current directives.

(13) Maintains the morale and welfare of command personnel.

(14) Performs other duties as assigned by the commanding officer.



#### 4. Command Master Chief

a. Mission. Serves as the advisor and special assistant to the commanding officer in matters pertaining to the welfare of all enlisted personnel and their dependents.

#### b. Functions

(1) Seeks out and takes action to resolve problems confronting enlisted personnel and meets periodically with them to maintain open lines of communication.

(2) Maintains close liaison with the Force Master Chief, Naval Medical Command, and provides him with information pertinent to all Navy enlisted personnel.

(3) Communicates with the command master chiefs of host activities to provide and gather information relative to the enlisted community.

#### 5. Special Assistants

a. Special assistants are tasked with advising the commanding officer on the means to effective and efficient management of the command.

<u>Special Assistants</u>	<u>Responsible to</u>	<u>Authority</u>
Civilian Personnel Officer	Commanding Officer	CMMI 250.2
Comptroller/Fiscal Officer	Commanding Officer	NAVCOMPTMAN, vol. 2, para. 023003
Internal Review Officer	Commanding Officer	SECNAVINST 7510.8A
Equal Employment Opportunity Officer	Commanding Officer	BUMEDINST 1500.12C
Command Master Chief	Commanding Officer	OPNAVINST 5400.37C
Public Affairs Officer	Executive Officer	OPNAVINST 3120.32A
Administrative Assistant	Executive Officer	OPNAVINST 3120.32A
Substance Abuse Officer	Executive Officer	OPNAVINST 5350.4
Safety Officer	Executive Officer	BUMEDINST 5100.6
Training Officer	Executive Officer	NDCINST (Pending)
Military Dentistry Officer/ Reserve Affairs Officer	Executive Officer	NDCINST (Pending)
Quality Assurance/Risk Management Officer	Executive Officer	NDCINST (Pending)



b. Other special assistants may be appointed where indicated by regulations and directives from higher authority and at the commanding officer's discretion.

6. Clinical Consultants. Clinical consultants provide the commanding officer with advice relating to their specialized areas of clinical concern. Clinical consultants are responsible to the commanding officer.

Clinical Consultants

Endodontics	Prosthodontics
Oral diagnosis	Orthodontics
Oral surgery	Pedodontics
Periodontics	Oral histopathology
Preventive dentistry	Central sterilization
Operative dentistry	General dentistry
	Oral and maxillofacial radiology

7. Committees and Boards

a. Committees and boards are appointed by the commanding officer to maintain standards, to coordinate planning, to deliberate and evaluate a problem or situation and make recommendations to the commanding officer, and to conduct inventories, internal audits, and examinations. The policy, metals, library, budget advisory, and human relations committees are required by higher authority. The remainder have been established by the commanding officer.

Committees

Command Policy Committee  
Precious and Special Dental Metals Audit Board  
Dental Library Committee  
Budget Advisory Committee  
Human Relations Committee  
Formal Survey Board  
Recreation Committee

b. Command Policy Committee

(1) Membership: Executive officer; command master chief; director, dental clinic administration; director for fleet/FMF support operations; and branch directors

(2) Chairman: As appointed by the commanding officer

(3) Responsibilities:

(a) Considers and submits recommendations to the commanding officer for action on all matters of a clinical or administrative nature.

(b) Implements policies approved by the commanding officer.

(c) Ensures ethical conduct of staff members and initiation of appropriate corrective measures.

(d) Reports accountability for dental care rendered to patients.

c. Precious and Special Dental Metals Audit Board

(1) Membership: As prescribed by the Manual of the Medical Department, article 6-157

(2) Chairman: As appointed by the commanding officer

(3) Responsibilities:

(a) Conducts physical inventories of all precious and special dental metals.

(b) Audits all records relating to the procurement, receipt, use, and disposition of precious and special dental metals.

d. Dental Library Committee

(1) Membership: At least one senior and one junior officer as appointed by the commanding officer

(2) Chairman: As appointed by the commanding officer

(3) Responsibilities:

(a) Establishes and maintains, in accordance with current directives, an adequate dental command library.

(b) Screens all requests for procurement of periodicals, journals, and professional books.

e. Budget Advisory Committee

(1) Membership: Executive officer; director, dental clinic administration; director for fleet/FMF support operations; and branch directors

(2) Chairman: As appointed by the commanding officer

(3) Responsibilities:

(a) Assists the commanding officer in the control and utilization of the financial resources of the command.

(b) Advises and assists in the presentation and defense of the resource requirements budget for operation of the command.

(c) Reviews budget and programs requirements developed by clinical-administrative departments to ensure relationship to and support of the mission of the command.

(d) Monitors and reports program performance against management objectives.

(e) Makes recommendations for programming and budgeting of manpower, facilities, equipment, and supplies.

f. Human Relations Committee

- (1) Membership: Officer, enlisted, and civilian personnel chosen to reflect the character of the command. Nominated by the branch director and the director, dental clinic administration, and approved by the commanding officer
- (2) Chairman: As appointed by the commanding officer
- (3) Responsibilities: Assists the commanding officer in carrying out the Navy's policies on human relations and equal opportunity

g. Formal Survey Board

- (1) Membership: A board of at least one commissioned officer appointed by the commanding officer, but shall not include the commanding officer, the officer on whose records the material is carried, or the officer charged with custody
- (2) Chairman: In the case of a multimember board, the senior member
- (3) Responsibilities:
  - (a) Investigates circumstances surrounding loss, damage, deterioration, or obsolescence of certain classes of materials or articles designated by the command or office concerned, or by the commanding officer.
  - (b) Reports findings, including statements relating to condition, cause, and responsibility in the case, to the appropriate authority.
  - (c) Makes recommendations as to disposition, replacement, or continuance in service of the material.

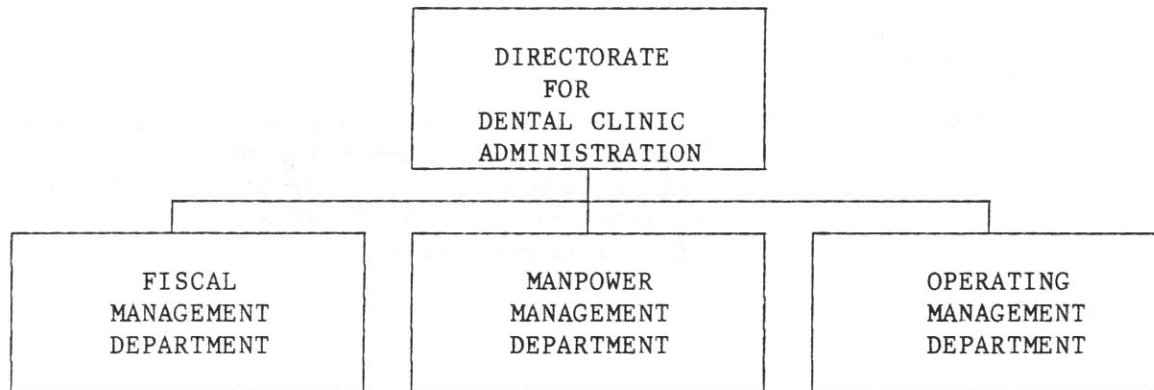
h. Recreation Committee

- (1) Membership: Three officers and five enlisted personnel, chosen to reflect the regional character of the command, appointed by the commanding officer
- (2) Chairman: As prescribed by the commanding officer
- (3) Responsibilities:
  - (a) To develop and maintain a recreation program designed to meet the needs of the entire command.
  - (b) To maintain liaison with all branches and annexes to help facilitate wholesome recreation programs.

### 3. DIRECTORATE FOR DENTAL CLINIC ADMINISTRATION

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#### 1. Directorate for Dental Clinic Administration



a. Introduction. The director, dental clinic administration, is the principal staff advisor to the commanding officer via the executive officer for the coordination and efficient operation of all functions relating to budget planning, supply, equipment, material, manpower, civilian personnel matters, and the implementation of policy and standards pertaining to management functions. The director, dental clinic administration, shall confer with the executive officer and all other directors on matters of mutual concern.

#### b. Functions

(1) Advises the commanding officer via the executive officer on all matters pertaining to the management of finance, supply, manpower, and facility operations.

(2) Directs the planning, coordination, and implementation of policies and directives relating to finance, supply, manpower, and facility operations.

(3) Ensures the timely and effective operation of all subordinate departments.

(4) Provides functional assistance to all branch dental clinics in support of patient care.

(5) Coordinates all administrative matters related to the preparation, transfer, processing, security, and storage of dental records.

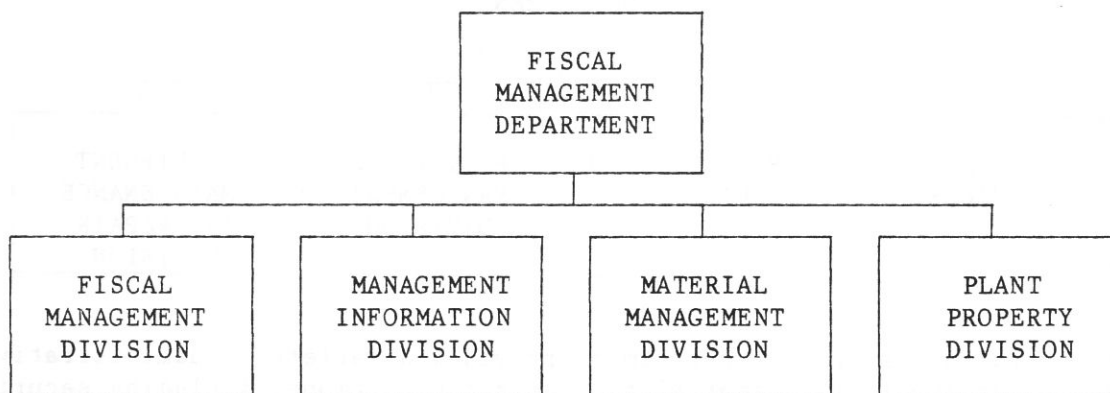
(6) Develops and directs enlisted and civilian inservice training and on-the-job training programs for the command.

(7) Participates in the development of an annual budget plan.

(8) Participates in administrative decisions for formulating command policy, devising procedures essential to the achievement of objectives, and developing and evaluating programs and services.

(9) Performs other appropriate functions as directed by higher authority.

## 2. Fiscal Management Department



The fiscal management department directs and coordinates the command's fiscal, information, and physical material resources in accordance with policies prescribed by the commanding officer and higher authority. The department may be divided into four divisions:

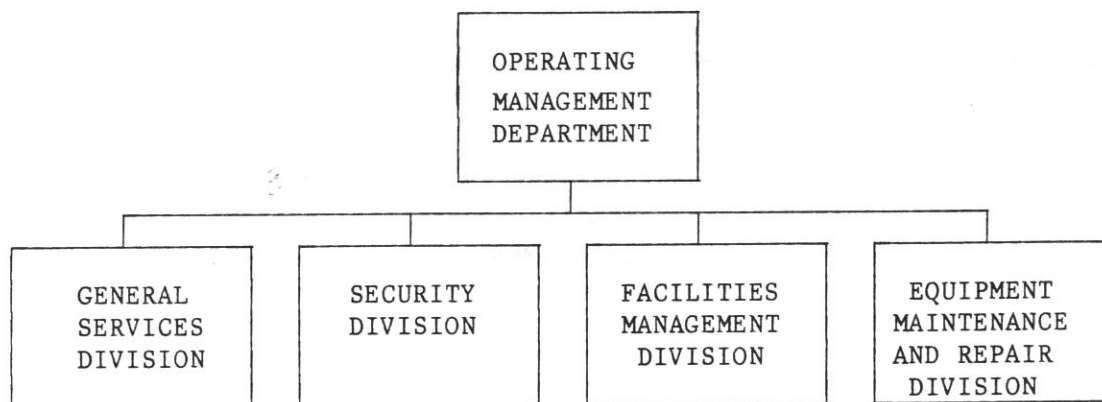
a. Fiscal Management Division: Develops and administers a sound financial and accounting system capable of providing data that permit managers to determine the economic factors inherent in their operations; coordinates the preparation of budgets and provides continuous review of all financial programs; oversees the command's internal review program; and coordinates all support agreements and memoranda of understanding.

b. Management Information Division: Provides accumulation and analysis of available data from existing ADP systems; submission of data as required by higher authority; and initiation, development, and utilization of data systems to enhance clinical and administrative responsibilities of the command. Included in this division is the responsibility for the DIRS, UCA, USM, and DENMIS patient recall requirements.

c. Material Management Division: Provides liaison services between NDC customers and the NMCNCR Supply Department for the procurement, receipt, issue and turn-in of supplies, equipment, and services. The division aids customers in determining sources of supply, following up outstanding requisitions, and direct procurements through blanket purchase agreement authority.

d. Plant Property Division: Assigns Navy identification numbers to plant property, establishes plant property records, maintains a minor equipment log, and maintains an investment equipment replacement program.

### 3. Operating Management Department



The operating management department provides a variety of administrative and management functions essential for command operations, including security, reproduction, housekeeping, laundry, mail, and central file services. The department may be divided into four divisions:

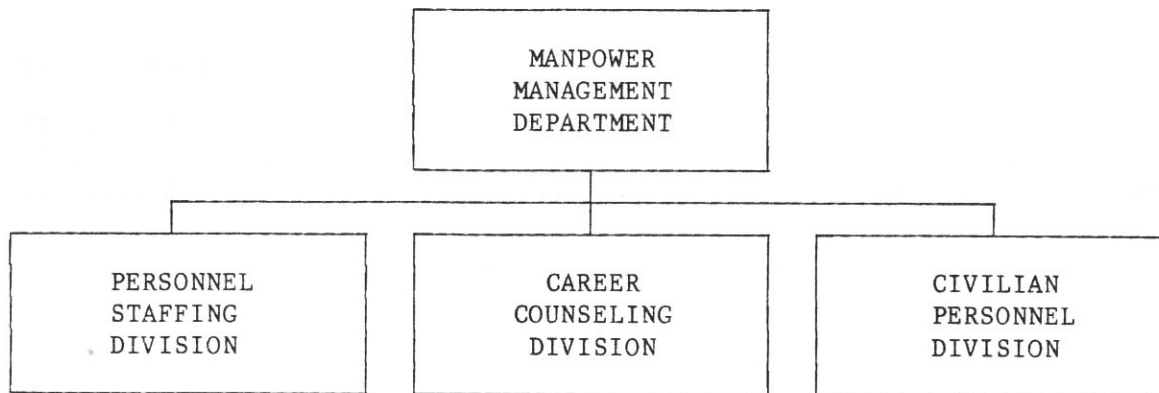
a. General Services Division: Provides mail, messenger, and reproduction services; tickler files, central files, staff locator, and archives; and coordinates utilization of motor vehicles.

b. Security Division: Ensures good order, discipline, and security. Processes personnel disciplined in accordance with the UCMJ.

c. Facilities Management Division: Provides for the planning, development, coordination, and control of the facilities maintenance repair program. Prepares minor construction and renovation projects. Ensures that facility requirements are developed and supported in accordance with the Shore Installations Facilities Planning and Programming Systems.

d. Equipment Maintenance and Repair Division: Provides maintenance and repair services to dental equipment, maintains records of repair services, and provides training and instruction in the operation and maintenance of equipment to users.

#### 4. Manpower Management Department



The manpower management department directs and coordinates the military personnel program and manpower analysis program. The department may be divided into three divisions:

a. Personnel Staffing Division: Provides for the distribution, assignment, and analysis of military billets within the command. Provides general administrative support to the command.

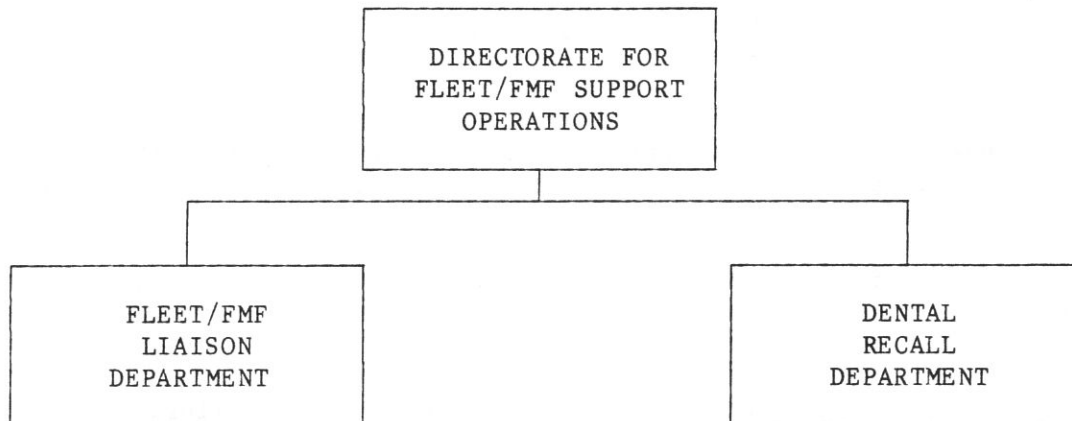
b. Career Counseling Division: Provides career counseling, information on inservice and outservice training, information and guidance concerning advancement examinations, and command-wide programs in education and training.

c. Civilian Personnel Division: Coordinates the civilian personnel program in accordance with Navy, DOD, and OPM policies and regulations to include the areas of placement, wage and classification, employee development and training, employee benefits, and labor-management relations.

#### 4. DIRECTORATE FOR FLEET/FMF SUPPORT OPERATIONS

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##### 1. Directorate for Fleet/FMF Support Operations



a. Introduction. The director, fleet/FMF support operations, is the principal staff advisor to the commanding officer for the coordination and efficient operation of dental programs in support of fleet and FMF needs. The director, fleet/FMF support operations, shall keep the commanding officer advised concerning established dental programs providing direct services for units of the operating forces and management of dental recall programs for regional fleet and shore activities. The director, fleet/FMF support operations, shall confer with the executive officer and all other directors on matters of mutual concern.

##### b. Functions

(1) Advises the commanding officer on all matters pertaining to fleet/FMF dental support, command dental recall programs, and dental services provided to recruits.

(2) Acts as a contact point for units of the operating forces and branch dental clinics to coordinate dental health care delivery systems.

(3) Acts as overall coordinator for regional dental recall programs.

(4) Participates in the development of an annual budget plan.



(5) Participates in administrative decisions for formulating dental clinic policy, devising procedures essential to the achievement of objectives, and developing and evaluating programs and services.

(6) Performs other appropriate functions as directed by higher authority.

2. Fleet/FMF Liaison Department: Provides a continuing liaison with units of the operating forces to coordinate the provision of definitive dental health care services to assigned personnel.

3. Dental Recall Department: Develops, coordinates, and monitors command dental recall programs to maintain the operationally ready dental status of personnel assigned to units of the operating forces; provides input to the commanding officers of operational units pertaining to the dental health status of assigned personnel.

## 5. COMPONENT FACILITIES

### A. NAVAL DENTAL SCHOOL

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#### 1. Director, Naval Dental School

a. Introduction. The Director, Naval Dental School, is assigned by and responsible to the commanding officer via the executive officer for the operation of the Naval Dental School. All orders issued by the director shall be regarded as proceeding from the commanding officer. The director shall confer with directors, branch clinics; the director, dental clinic administration; and the special assistant for regional and fleet/FMF support operations on matters of mutual concern. An organizational chart of the school is provided on the next page.

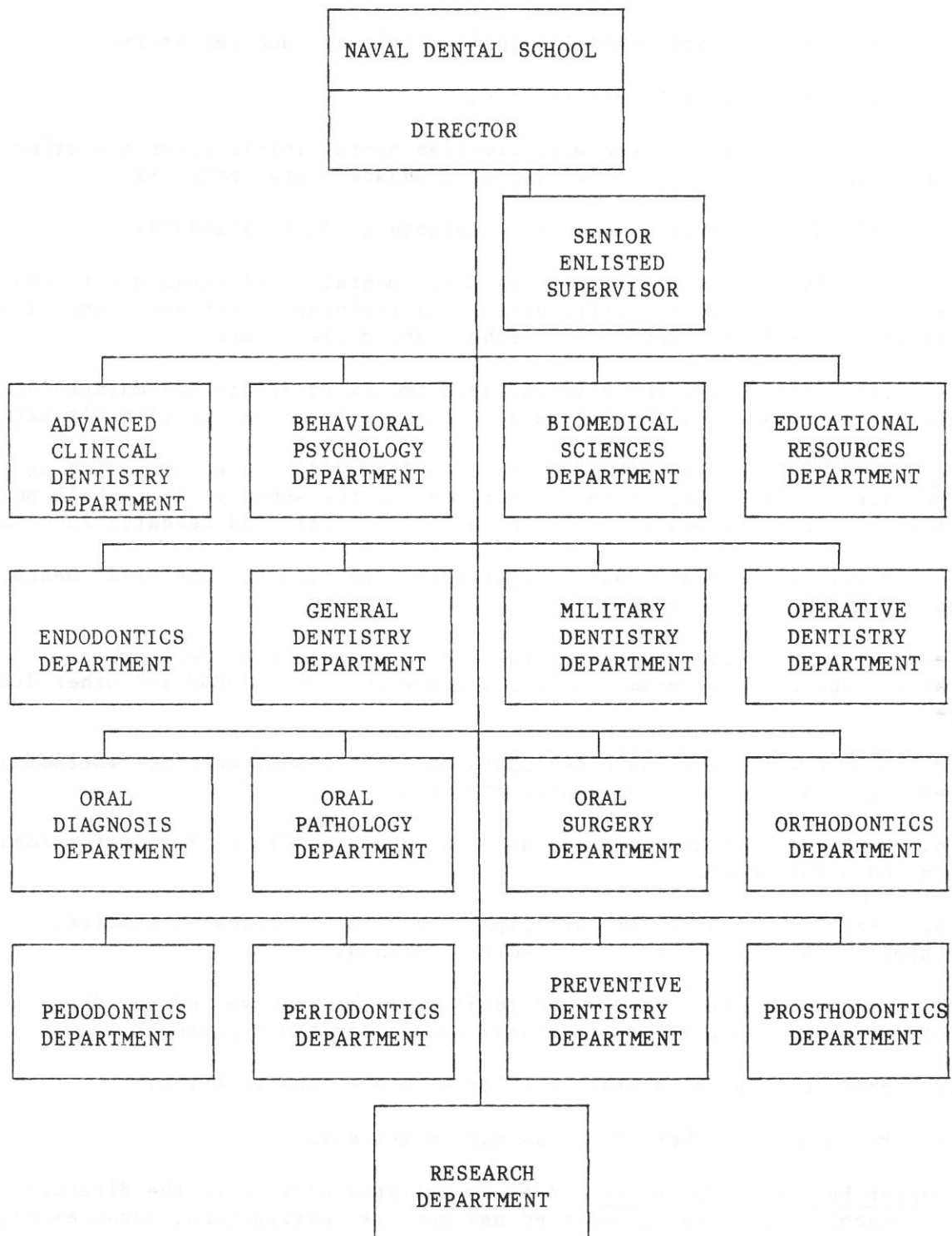
#### b. Functions

(1) Directs residency training programs in general and various specialized disciplines of dentistry.

(2) Coordinates and directs continuing education and correspondence course programs.

(3) Directs clinical investigations and research in support of dental health care.

(4) Develops, schedules, and supervises curriculum.



- (5) Coordinates the academic efforts of the staff.
- (6) Procures and schedules guest clinicians and lecturers.
- (7) Maintains academic records.
- (8) Maintains liaison with civilian dental institutions and other institutions relevant to the training of graduate dental officers.
- (9) Ensures maintenance of acceptable academic standards.
- (10) Directs the assignment of departmental staff personnel to those duties that ensure the most efficient use of training, experience, and capabilities in the best interests of the school and patient care.
- (11) Coordinates the clinical departments to ensure the maintenance of highest standards of oral health care in the treatment of the clinic's patients.

2. Chairmen of Dental School Departments: Assigned by the commanding officer and are directly responsible to the director of the school. They shall perform the following general educational, training, clinical, and research functions:

- a. Participate in and conduct appropriate portions of the Naval Dental School's educational program.
- b. Conduct approved training, residency, postdoctoral fellowship, clerkship, and other programs in accordance with COMNAVMEDCOM and other directives.
- c. Confer with civilian consultants on professional matters, including the education and training of dental officers.
- d. Promote the continuing education of dental officers for professional growth and development.
- e. Initiate, conduct, or participate in clinical research studies, when approved by Commander, Naval Medical Command.
- f. Maintain, when directed and subject to the approval of the director of the school, a current procedural manual for the department.
- g. Provide clinical dental care for eligible beneficiaries.
- h. Perform such other duties as may be assigned.

3. Senior Enlisted Supervisor: Acts as enlisted advisor to the director of the school in matters of enlisted assignments, evaluations, advancement, training, discipline, and awards.

4. Advanced Clinical Dentistry Department

ADVANCED CLINICAL  
DENTISTRY

(1 Year General  
Dentistry)

The advanced clinical dentistry department provides a 1-year residency program of didactic and clinical instruction designed to upgrade the career dental officer's professional skills in all major disciplines of dentistry as practiced in the U.S. Navy, to include oral medicine/diagnosis, operative dentistry, endodontics, periodontics, preventive dentistry, prosthodontics, and oral surgery. The department plans and provides complete care for selected and authorized patients of the Naval Dental Clinic, Bethesda.

5. Behavioral Psychology Department

BEHAVIORAL  
PSYCHOLOGY  
DEPARTMENT

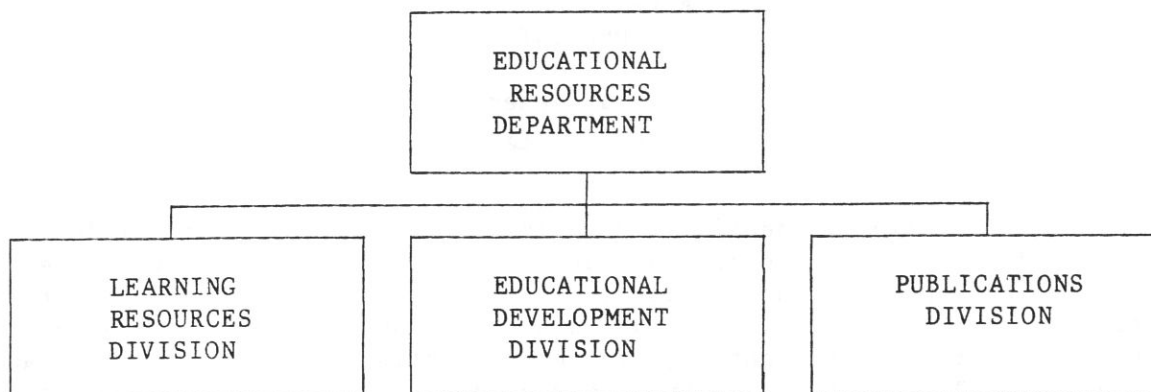
The behavioral psychology department provides didactic and clinical instruction in the residency and continuing education programs of the Naval Dental School. The department plans and provides complete behavioral psychology care for authorized patients at the Naval Dental Clinic, Bethesda.

6. Biomedical Sciences Department

BIOMEDICAL  
SCIENCES  
DEPARTMENT

The biomedical sciences department coordinates instruction in the basic sciences courses for the didactic portion of the residency and continuing education programs at the Naval Dental School.

7. Educational Resources Department



a. The educational resources department directs and administers all activity at the Naval Dental School in the area of instructional and learning resources to support the dental education program of the U.S. Navy and Naval Reserve, including evaluation, application, development, and implementation of new educational systems and other resources to improve the quality of instruction.

b. A collateral duty usually assigned to the chairman, educational resources department, is that of curriculum coordinator. The curriculum coordinator functions as the assistant director of the school; conducts a continuing review of curriculum and monitors the effectiveness of ongoing programs; serves as an intermediary between the curriculum committee, which determines curriculum and related policy, and the staff who implement policy; and accedes to the position of acting director in the absence of the Director, Naval Dental School.

c. The department coordinates educational resources requirements with course directors and lecturers and provides maximum support to ensure effective instruction.

d. The department authorizes production or procurement of all educational resources at the Naval Dental School.

e. The organizational relationships of the department are as follows:

(1) The chairman, educational resources department, reports to the Director of the Naval Dental School for educational and administrative matters.

(2) The personnel of the educational resources department report to the chairman, educational resources department, through the chain of command.

f. The educational resources department is divided into a learning resources division, a publications division, and an educational development division.

(1) Learning Resources Division: Responsible for the reference and acquisition, cataloging and classification, and the maintenance and record-keeping of books, journals, articles, and abstracts. The division serves as the liaison for audiovisual support between the Naval Dental School and the Naval School of Health Sciences. Liaison duties include the custody of audiovisual resources housed in the educational resources department and assisting the staff and residents in obtaining audiovisual materials and equipment needed to prepare and present lectures, seminars, and table clinics. The division supervises official requests for photographic and illustration support and for audiovisual hardware and software. The division monitors the use of audiovisual materials and keeps appropriate records of such use in accordance with agreements made between the Naval Dental School and the Naval School of Health Sciences and regulations governing the use of such materials. The division identifies audiovisual equipment in need of repair and initiates and maintains records of repair. The division identifies financial needs within the learning resources division, prepares budget requests, and initiates supply requisitions.

(2) Publications Division: Directs and coordinates the planning and development of professional, technical, and informational publications and other written materials required to support dental education programs of the U.S. Navy and Naval Reserve. In the preparation of these materials the division provides planning, editing, and writing services; design and composition for photocopying; reproduction and clerical services; and review of publications for technical accuracy, editorial style, and conformance with governmental publishing and printing regulations.

(3) Educational Development Division: Coordinates the continuing education short course program and administers correspondence courses for dental officers of the U.S. Navy, Naval Reserve, and other authorized personnel. The division coordinates the academic contributions of staff members, schedules course curriculums, provides liaison with guest lecturers, maintains academic records of short course participants, and obtains support of educational resources to ensure effective instruction. The division is responsible for the administration of correspondence courses, which includes grading of assignments, recordkeeping, packing and mailing of courses, reporting to higher authority, and publicity for both officer and enlisted dental courses. In addition, the division maintains an overview of active correspondence courses, determines when new or revised courses should be written, and initiates requests for the writing or rewriting of courses. The division assists the staff in the preparation of test instruments and the interpretation of results by computer analysis. The division assists with the development and management of computer applications for instructional and administrative use.

8. Endodontics Department

ENDODONTICS  
DEPARTMENT

The endodontics department provides instruction in endodontics in the residency and continuing education programs of the Naval Dental School. The department provides endodontic care for authorized patients of the Naval Dental Clinic, Bethesda.

9. General Dentistry Department

GENERAL  
DENTISTRY  
DEPARTMENT  
(2 Year)

The general dentistry department provides didactic and clinical instruction in all phases of dentistry for first- and second-year residency programs in general dentistry at the Naval Dental School. The primary goal of the department is to produce trained sub-specialists in all major disciplines of dentistry as practiced in the U.S. Navy, to include oral medicine/diagnosis, operative dentistry, endodontics, periodontics, preventive dentistry, prosthodontics, and oral surgery. The department plans and provides complete care for authorized patients of the Naval Dental Clinic, Bethesda.

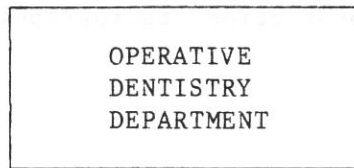
10. Military Dentistry Department

MILITARY  
DENTISTRY  
DEPARTMENT

The military dentistry department provides didactic and clinical instruction in the residency, continuing education, and special programs at the Naval Dental School. The department is responsible for coordinating all matters of a military nature relative to the educational mission of the Naval Dental School.

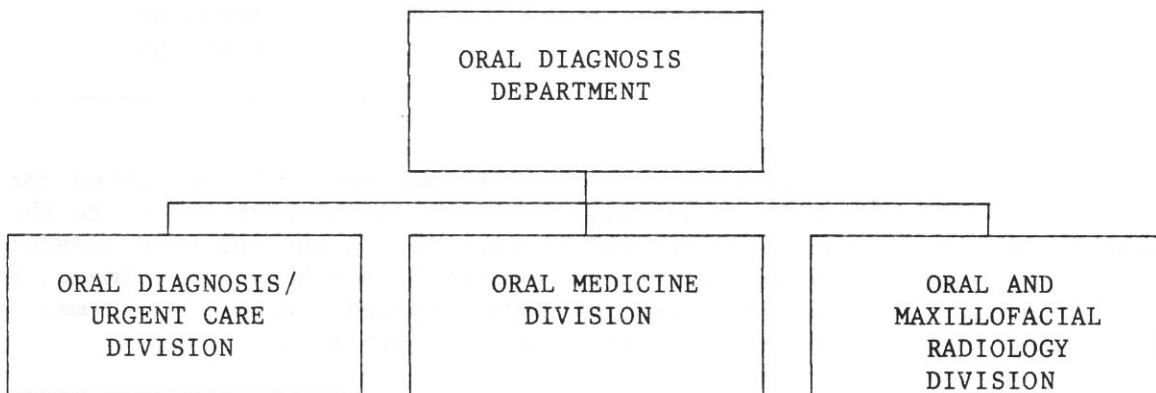


11. Operative Dentistry Department



The operative dentistry department provides instruction in operative dentistry in the residency programs of the Naval Dental School, as well as continuing education programs in operative dentistry, dental materials, and occlusion. The department plans and provides operative dentistry treatment for authorized patients at the Naval Dental Clinic, Bethesda.

12. Oral Diagnosis Department



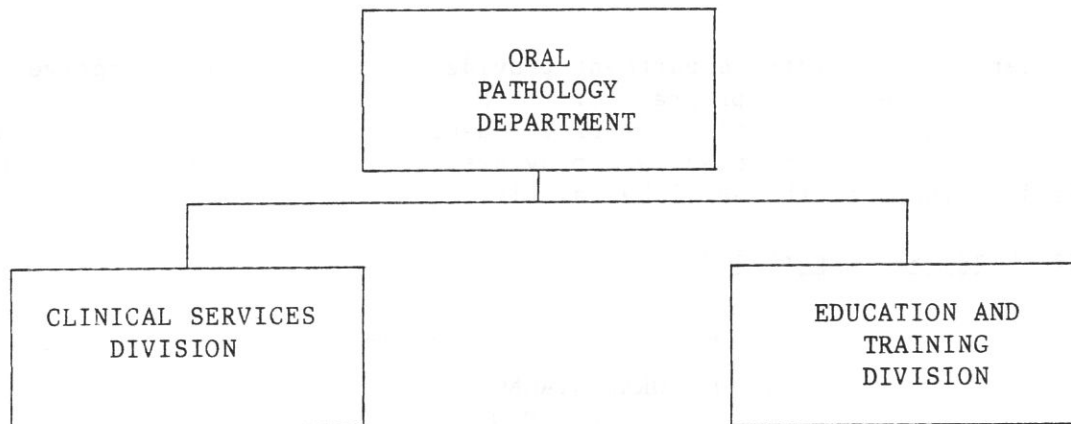
The oral diagnosis department provides instruction in oral diagnosis and treatment planning in the residency and continuing educational programs of the Naval Dental School. The department assists in the coordination of matters associated with diagnostic procedure in the clinical programs of the command, except those matters pertaining to oral histopathology. The scope of diagnosis encompasses initial clinical and radiological evaluations that determine provisional treatment planning in consultation with other disciplines of dentistry or with relevant medical disciplines. The oral diagnosis department is divided into three divisions: oral diagnosis/urgent care division, oral medicine division, and oral and maxillofacial radiology division.

a. Oral Diagnosis/Urgent Care Division: Deals with development of the skills essential for the collection of problem-oriented diagnostic data in a systematic and logical fashion. Those cases which are diagnosed as needing immediate attention are properly disposed of in the urgent care clinic.

b. Oral Medicine Division: Deals with development of the skills essential for the collection of patient-oriented diagnostic data and the chemotherapeutic management of oral disease.

c. Oral and Maxillofacial Radiology Division: Deals with the use of ionizing radiation in the diagnosis and treatment of the oral and maxillofacial structures. The division encompasses an understanding of radiation physics, radiation biology, radiation protection, radiographic technique, and radiographic interpretation.

13. Oral Pathology Department

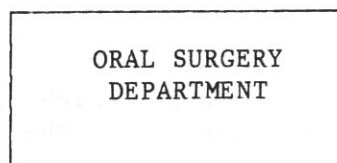


The oral pathology department processes biopsy specimens submitted for evaluation and provides histopathological reports on these specimens to the requesting health care provider, provides consultation and forensic odontology services, acts as a reference center and repository for biopsy specimens, and provides continuing education courses and ADA-approved training programs. The oral pathology department may be divided into two divisions:

a. Clinical Services Division: Processes biopsy specimens and provides histopathology summary reports for requesting health care providers; provides consultative and forensic odontology services; acts as a reference center and repository for biopsy specimens for the purposes of peer review, research, and educational materials.

b. Education and Training Division: Provides continuing education courses and correspondence courses for Dental Corps officers and coordinates the ADA-approved program leading to Board certification in oral pathology.

14. Oral Surgery Department



The oral surgery department provides instruction in oral surgery and patient management in the residency and continuing education programs conducted by the Naval Dental School. The department plans and provides oral surgical

care and treatment for authorized patients at the Naval Dental Clinic, Bethesda. The department also coordinates the treatment of maxillofacial patients with appropriate services of the Naval Hospital, Bethesda. The department coordinates central sterilization services for all clinical training departments.

15. Orthodontics Department

ORTHODONTICS  
DEPARTMENT

The orthodontics department provides didactic and clinical instruction in the residency and continuing education programs of the Naval Dental School. The department plans and provides complete orthodontic care for authorized patients at the Naval Dental Clinic, Bethesda. The department also provides consultative and support services to other components of the Naval Dental Clinic, Bethesda, and to the dental service of the Naval Hospital, Bethesda.

16. Pedodontics Department

PEDODONTICS  
DEPARTMENT

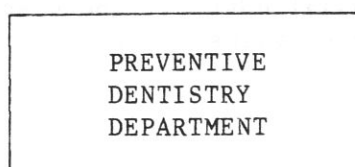
The pedodontics department provides didactic and clinical instruction in the residency and continuing education programs of the Naval Dental School. The department plans and provides complete pedodontic care for authorized patients at the Naval Dental Clinic, Bethesda.

17. Periodontics Department

PERIODONTICS  
DEPARTMENT

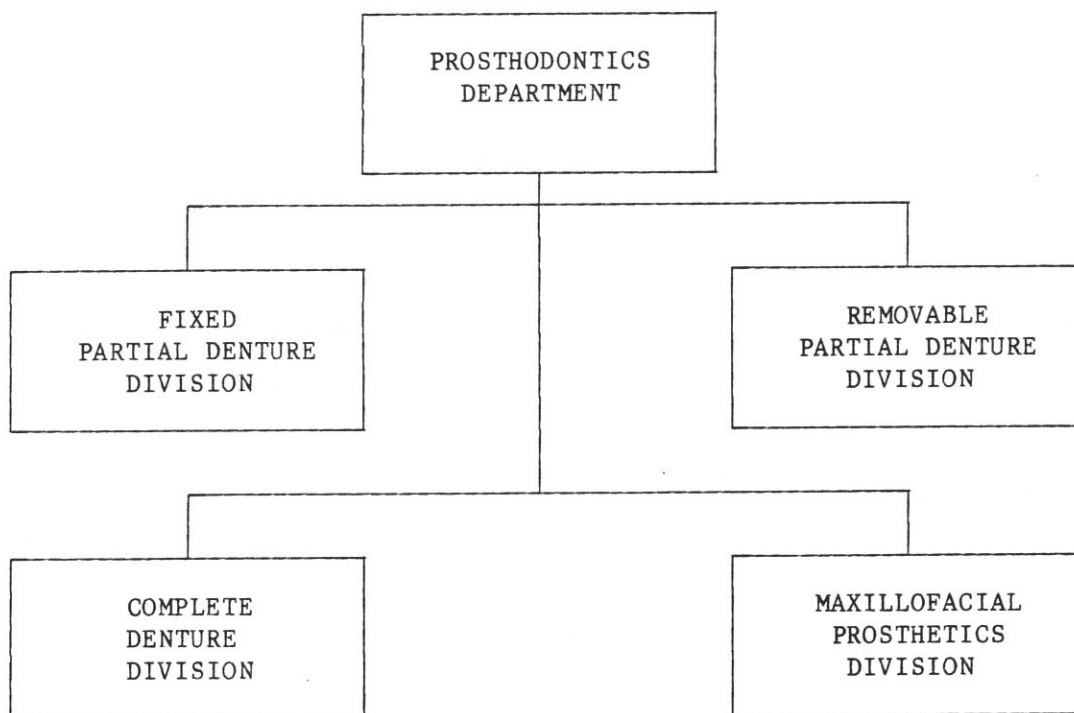
The periodontics department provides didactic and clinical instruction in the residency and continuing education programs of the Naval Dental School. The department plans and provides complete periodontic care for authorized patients at the Naval Dental Clinic, Bethesda. The department coordinates and conducts research in periodontics and advises the commanding officer and the chairman of the preventive dentistry department in matters pertaining to preventive periodontics.

18. Preventive Dentistry Department



The preventive dentistry department provides preventive dentistry instruction in residency, continuing education, and inservice training programs for dental officers, dental technicians, and civilian ancillary personnel. The department also develops dental health educational material for distribution in the command's Preventive Dentistry Program and prepares articles on preventive dentistry for release through the command's Public Affairs Program. The department is responsible for the operation of the preventive dentistry program for eligible beneficiaries.

19. Prosthodontics Department



The prosthodontics department provides instruction for officers in all phases of prosthodontics, including maxillofacial prosthetics, in the residency and continuing education programs of the Naval Dental School. A Dental Technician, Maxillofacial Prosthetics, Class "C" School is conducted by the department. The department plans and provides complete prosthodontic and maxillofacial care for authorized patients and those required by the training programs of the clinical training departments. The prosthodontics department is divided into the complete denture division, removable partial denture division, fixed partial denture division, and maxillofacial prosthetics division.

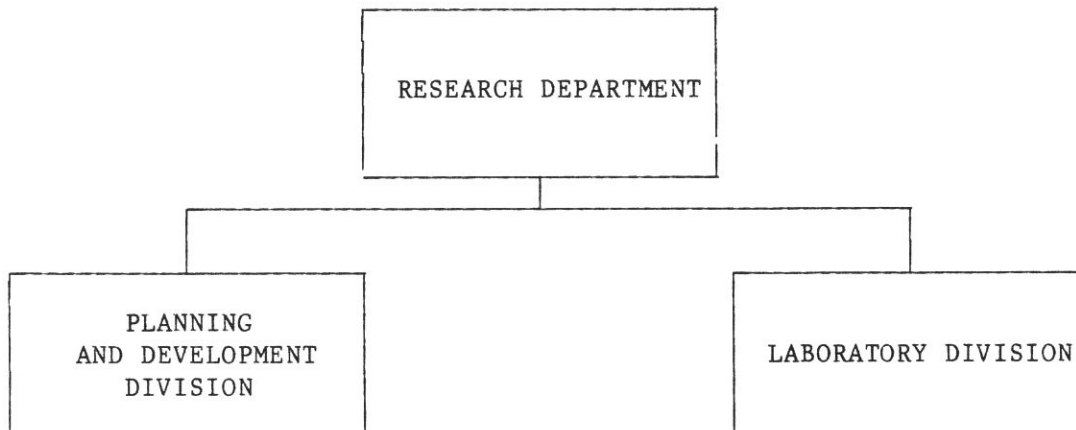
a. Complete Denture Division: Plans, develops, and provides instruction in the complete denture disciplines of prosthodontics. Additionally, this division plans and provides complete denture service for authorized patients.

b. Removable Partial Denture Division: Plans, develops, and provides instruction in the removable partial denture disciplines of prosthodontics. Additionally, this division plans and provides removable partial denture service for authorized patients.

c. Fixed Partial Denture Division: Plans, develops, and provides instruction in the fixed partial denture disciplines of prosthodontics. Additionally, this division plans and provides fixed partial denture service for authorized patients.

d. Maxillofacial Prosthetics Division: Plans, develops, and provides instruction in the maxillofacial prosthetics discipline of prosthodontics. Care is provided for authorized patients who require maxillofacial prostheses at the Naval Dental Clinic, Bethesda, and appropriate services of the Naval Hospital, Bethesda. The division is also responsible for organizing and conducting the Dental Technician, Maxillofacial Prosthetic, Class "C" School.

20. Research Department



The research department conducts research projects approved by the Commander, Naval Medical Command; coordinates all matters pertaining to research in dentistry and allied sciences; provides guidance for staff and student personnel in the use of statistics; assists members of the staff with the presentation of courses in the basic sciences in educational programs as required; supervises all research projects of officers attending graduate programs; provides all scientific services incidental to these projects; and maintains a materials testing laboratory and a histology laboratory. The research department is divided into a planning and development division and a laboratory division.

a. Planning and Development Division: Plans and administers all matters relating to research activities of the research department. Research activities include staff and resident projects. The division also provides instruction, supervision, and guidance in resident research.

b. Laboratory Division: Provides laboratory facilities and personnel to support the accomplishment of research administered through the planning and development division. The division also provides instruction, supervision, and guidance in resident research.

## B. BRANCH DENTAL CLINICS

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### 1. Directors, Branch Dental Clinics

a. Introduction. Directors, branch dental clinics, are assigned by and responsible to the commanding officer for the coordination of clinical and administrative services through the director, dental clinic administration. All orders issued by the directors, branch dental clinics, shall be regarded as proceeding from the commanding officer. The directors, branch dental clinics, shall confer with the director, dental clinic administration, on matters of mutual concern.

#### b. Functions

(1) Ensure that the highest standards of clinical practice are maintained, that every effort is made to keep the quality of oral health care at the optimal level, that dental recall programs are coordinated and maintained, and that the standards for the delivery of oral health care are in consonance with modern dental practice concepts.

(2) Provide clinical guidance, and assume responsibility for the practice of dentistry by personnel assigned to the branch dental clinics and evaluate their performance.

(3) Inform and advise the executive officer regarding all activities, including the care and condition of patients.

(4) Collaborate with the other clinical and administrative departments to promote quality dental treatment for patients.

(5) Participate in staff conferences and provide consultant services, as requested.

(6) Participate in and conduct appropriate portions of the naval dental training programs.

(7) Confer with civilian consultants on professional matters, including the education and training of officers.

(8) Conduct training, as directed, for residents, postdoctoral fellow, clinical clerks, and others, including orientation, indoctrination, observer, refresher, and familiarization training.

(9) Promote the continuing education of staff officers for professional growth and development.

(10) Supervise, direct, and support, as directed, the practical phase of formal training courses for dental technicians and provide on-the-job training for auxiliary personnel assigned to the branch dental clinic.

(11) Initiate, conduct, or participate in clinical and/or research studies, as directed.

(12) Maintain, subject to the approval of the commanding officer, a current organizational manual for the branch dental clinic.

(13) Promote efficiency and economy of operations.

(14) Exercise general administrative supervision and control over spaces assigned to the branch dental clinic.

(15) Ensure the adequacy, security, maintenance, proper use, economy, and accounting of supplies and equipment.

(16) Ensure the proper preparation, maintenance, and prompt completion and submission of prescribed records, reports, and forms.

(17) Provide a safe working environment within the branch dental clinic for patients, staff, and visitors, and bring to the safety officer's attention, as appropriate, occupational or environmental hazards.

(18) Ensure an equal opportunity environment for all persons and prohibit discriminatory practices.

(19) Make recommendations to the commanding officer for improvement of the dental health care delivery system.

(20) Act as consultants for matters within their respective professional area, if appointed by the commanding officer.

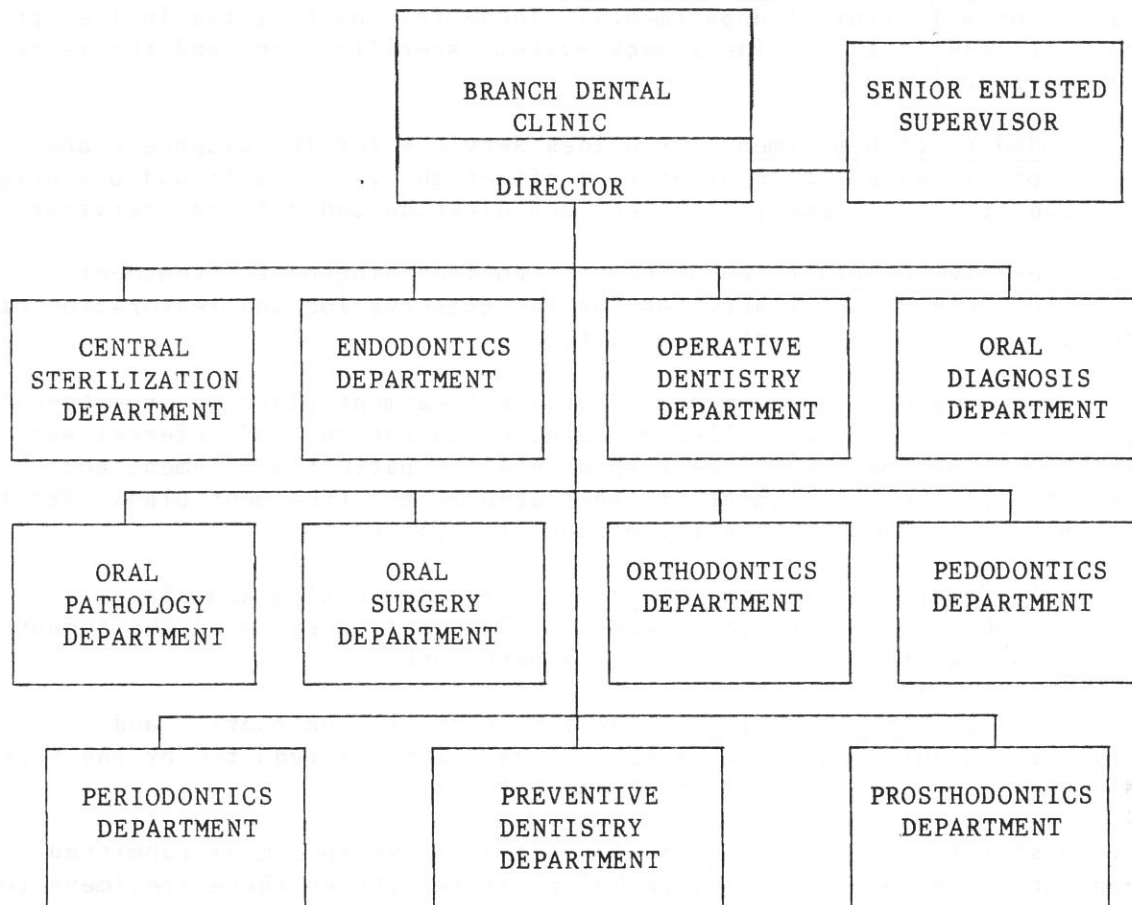
(21) Participate in the development of annual budget plans.

(22) Perform other appropriate functions as directed by higher authority.

2. Senior Enlisted Supervisor: Acts as enlisted advisor to the director of the clinic in matters of enlisted assignments, evaluations, advancement, training, discipline, and awards.

3. Branch Dental Clinic Departments. Depending on the size, complexity, and professional assets of the clinic or annex, the following departments are authorized subject to the approval of the commanding officer. (See the organizational chart on the next page.)





a. Central Sterilization Department: Provides central sterilization functions for all clinical departments. These responsibilities include preparatory procedures to provide a pack system, sterilization, and the issue of sterilized supplies.

b. Endodontics Department: Provides services for the diagnosis and treatment of diseases and injuries that affect the dental pulp and periapical tissues and provides requested patient consultation and referral services.

c. Operative Dentistry Department: Provides diagnosis, treatment, consultation, and referral services for the preservation and restoration of the dentition and its supporting structures.

d. Oral Diagnosis Department: Provides treatment planning, roentgenographic review, emergency relief of pain, consultation, and referral services. This department shall be responsible for patient management and referral to required departments as indicated in the treatment plan. Provides for the proper custody and control of dental records.

(1) Treatment Planning Division: Provides oral diagnosis, roentgenographic interpretation, record review, and coordinates the sequence of treatment through the various clinical departments.

(2) Radiology Division: Provides intraoral, extraoral, and panoramic exposures and processing of X-ray films as required by the treatment planning division and other clinical specialties.

e. Oral Pathology Department: Processes biopsy specimens submitted for evaluation and provides histopathological reports on these specimens to the requesting health care provider, provides consultation and forensic odontology services, acts as a reference center and repository for biopsy specimens, and provides continuing education courses and ADA-approved training programs. The oral pathology department may be divided into two divisions:

(1) Clinical Services Division: Processes biopsy specimens and provides histopathology summary reports for requesting health care providers; provides consultative and forensic odontology services; acts as a reference center and repository for biopsy specimens for the purposes of peer review, research, and educational materials.

(2) Education and Training Division: Provides continuing education courses and correspondence courses for Dental Corps officers and coordinates the ADA-approved program leading to Board certification in oral pathology.

f. Oral Surgery Department: Provides diagnosis, treatment, consultation, and referral for the surgical correction of diseased, abnormal, or injured oral structures.

g. Orthodontics Department: Provides examinations, clinical services, consultation, and referral for eligible beneficiaries.

h. Pedodontics Department: Provides dental care for dependent children where authorized. This treatment shall include diagnosis, relief of pain, preparation and restoration of deciduous and permanent teeth as required for function and esthetics.

i. Periodontics Department: Provides diagnosis, treatment, consultation, and referral services for the treatment of periodontal diseases or abnormalities.

j. Preventive Dentistry Department: Provides oral hygiene instruction, treatment, consultation, and referral services in preventive dentistry. The preventive dentistry department may be divided into two divisions:

(1) Instructional Division: Provides demonstrations for individuals and groups in proper personal oral hygiene habits, plaque control procedures, and supervises self-prophylaxis where indicated.

(2) Oral Hygiene Division: Provides for oral prophylaxis, topical fluoride application, reinforced oral hygiene instruction, and treats gingivitis and early periodontitis under direct dental officer supervision.

k. Prosthodontics Department: Provides diagnosis, treatment, consultation, and referral services for the replacement of missing oral structures and is responsible for the efficient operation of the prosthodontic laboratory. The prosthodontics department may be divided into four divisions:

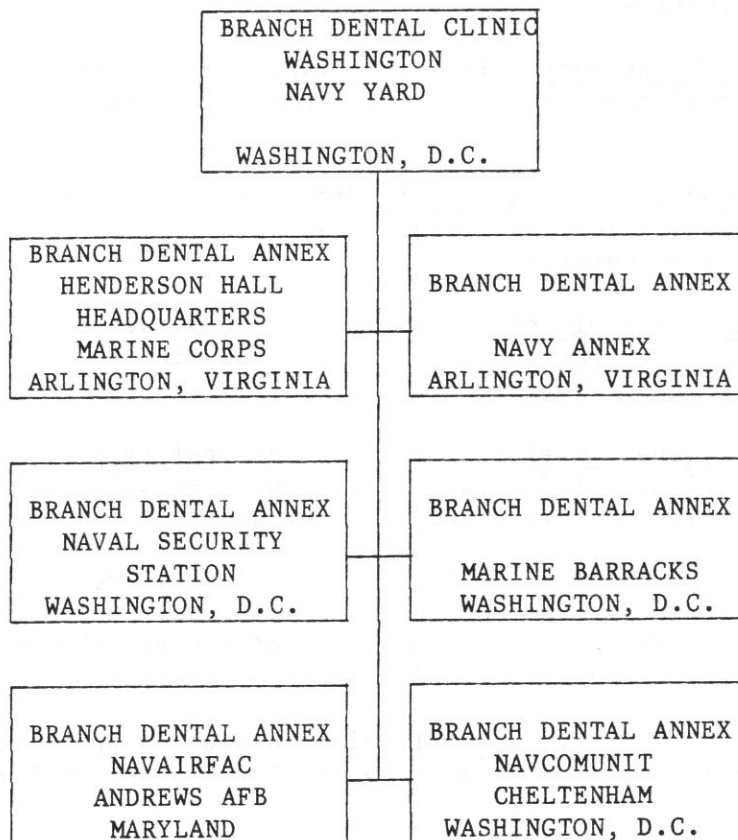
(1) Fixed Denture Division: Provides diagnosis and treatment for the restoration and replacement of missing teeth and other oral structures with fixed prostheses.

(2) Removable Denture Division: Provides diagnosis and treatment for the restoration and replacement of missing teeth and other oral structures with removable prostheses.

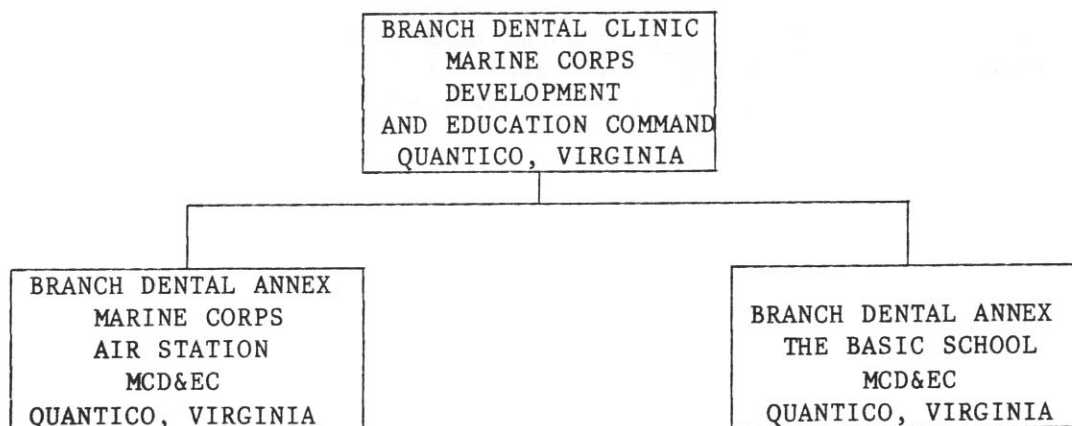
(3) Maxillofacial Division: Provides diagnosis, restoration, and/or replacement of stomatognathic and associated facial structures.

(4) Dental Prosthodontics Laboratory Division: Performs all tasks incident to the fabrication and repair of dental prostheses and appliances in support of the prosthodontic requirements assigned by the command.

4. Branch Dental Clinic, Washington Navy Yard



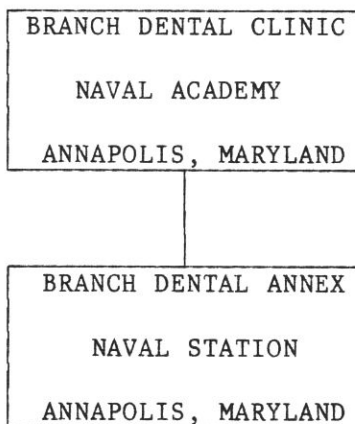
5. Branch Dental Clinic, Quantico, Virginia



6. Branch Dental Clinic, Dahlgren, Virginia

BRANCH DENTAL CLINIC NAVAL SURFACE WEAPONS CENTER DAHLGREN LABORATORY DAHLGREN, VIRGINIA
--

7. Branch Dental Clinic, Annapolis, Maryland



8. Branch Dental Clinic, Indian Head, Maryland

BRANCH DENTAL CLINIC  NAVAL ORDNANCE STATION INDIAN HEAD, MARYLAND
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9. Branch Dental Clinic, Patuxent River, Maryland

BRANCH DENTAL CLINIC  NAVAL AIR STATION PATUXENT RIVER, MARYLAND
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